



UNITED NATIONS CHILDREN'S FUND GENERIC JOB PROFILE (GJP)

I. Post Information

Job Title: **Senior Contracts Associate (PSU)**
Supervisor Title/Level: **Contracts Specialist**
Organizational Unit: **Service Contracting Centre**
Post Location: **Budapest**

Job Level: **GS-7 TA**
Job Profile No.: **1344406**
CCOG Code:
Functional Code:
Job Classification Level: **GS-7**

II. Organizational Context and Purpose for the job

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programs, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society's most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

Job Organizational Context

The Service Contracting Centre (SCC) is part of UNICEF Supply Division, headquartered in Copenhagen, Denmark). Established in 2017, SCC was created to enhance efficiency, strengthen compliance, and provide specialized expertise in the procurement of services. The Centre leads and supports services contracting across a diverse range of categories for the four Centers of Excellence, Global Programme Divisions and other Headquarters Divisions. Through this role, the SCC has developed into a center of expertise and a key resource for service contracting, providing procurement guidance, category knowledge and strategic contracting support across UNICEF.

The Centre works closely with all Centers of Excellence and Headquarter Divisions. The Senior Contracts Associate performs highly skilled work in service contracting and supports the more complex cases and client requests, which frequently requires the evaluation of difficult situations and adaptation of procedures and processes to resolve such cases. This is the senior GS level for more specialized service contracting work and requires advanced service contracting knowledge acquired through training and experience.

Purpose for the job

Under the supervision of the Contracts Specialist, the Senior Contracts Associate provides a broad range of high level transactional, procedural and administrative tasks in support of service contracting activities carried out by the Programme Services Unit on behalf of the Global Programme Divisions and Headquarter Divisions, ensuring timely and efficient output that is in compliance with UNICEF rules and regulations, whilst demonstrating the capacity to research, adapt and evaluate irregular cases, and also to recommend improvements to process delivery and design.

At the GS-7 level, the below tasks are expected to be carried out with a high level of independence.

III. Key functions, accountabilities and related duties/tasks

- Provides input to and advice on the annual supply plan through coordination with UNICEF Global Programme Divisions, Centers of Excellence and other HQ Divisions. Conduct data review and analysis for category management and development of procurement strategies including collaboration with other UN agencies. In collaboration with the supervisor, develop procurement management strategies and best practices which help to strengthen supply chain systems which significantly contribute to Programme results. Conducts market research in relevant areas for UNICEF and advice on best approaches to obtain best value for money and sustainable procurement. Supports innovation and market shaping initiatives for specific service categories that support the organization to deliver on Programme commitments and the related targets in the strategic plans that include community engagement, social and behavior change, business engagement for results, humanitarian , development risk informed programming, scaling of innovative solutions for every child, and other cross cutting areas such as strengthening of evaluation capacity at the country level.
- Liaises with clients Divisions in planning procurement and contracting initiatives, supporting development of appropriate specifications, terms of reference, and contracting strategies and project timelines. Identifies opportunities to strengthen sustainability of supply chains. Provides support to Divisions through the requisitioning stage.
- Ensure establishment of Long-Term Arrangements (LTAs) and act on specific procurement requisitions as might be required. In consultation with supervisor, review and provide input on Terms of References for service contracting. Review technical evaluations to ensure equal assessment of suppliers and that scores are commensurate with comments. Prepare and process Request for Quotations (RFQs), Invitations to Bid (ITBs) and Requests for Proposals (RFPs), as might be requested by the Supervisor. Coordinate preliminary assessments and conduct technical and financial analysis of offers ensuring procurement processes are conducted in a timely manner with transparency and fairness, promoting competition to achieve value for money, as well as coordinate demo meetings with bidders as needed. Conduct pre-bid meetings, clarifications and negotiations with suppliers and contractors.
- Maintains highest level of integrity, ethical standards and accountability in the procurement and contracting of Program services. Supports and guides potential suppliers to register through the United Nations Market Place platform (UNGM).
- Prepare award recommendations including submissions to Contract Review Committee including facilitating supplier evaluations as required. Prepare purchase orders and Institutional Services contracts in SAP (ERP – Enterprise Resource Planning system), and submit for relevant approvals, ensuring completeness of documentation in UNICEF systems.
- Monitors and follows up on progress of contracts ensuring proper contract management is followed, and contracts are fully implemented. Coordinates required amendments to contracts and the evaluation of suppliers with respective contract managers, and ensures timely support is provided.

- Keeps Contracting Dashboard as well as other information management systems updated with contractual information, to be able to prepare supply reports and reports on progress of contracting processes.
- Ensures appropriate filing of procurement documents on the SharePoint in accordance with UNICEF guidelines and maintains up to date records for future reference including for audit.
- Prepares procurement reports for services as requested by supervisor. Keeps supervisor abreast of potential problem areas. Conducts procurement analysis and provides inputs to reporting to management and Divisions client colleagues on procurement status, timelines, trends and KPIs.
- In collaboration with supervisor, Supply Division, provide input to help ensure knowledge exchange and learning is prioritized to continuously build capacity of individuals, the team and other UNICEF offices as required. Develop and facilitate training of newcomers, establish processes or standard operating procedures to support effective workflows.
- Any other duties or assignments as requested by the supervisor.

IV. Impact of Results

UNICEF Supply Division Service Contracting Center is committed to enhance efficiency, strengthen compliance and provide specialized Service-delivery to Centres of Excellence, Global Programme Division and other Headquarters Divisions. The Senior Contracts Associate will provide expertise services within the Program services categories including:

- Provide accurate and timely management and oversight of Program services transactions.
- Work with a high degree of operational independence to drive development of improvement of services, systems and contracting processes.
- Liaise with client Divisions focal persons across various locations including colleagues in Country and Regional Offices, with legal counterparts, vendors and with other external stakeholders and other UN agencies for collaboration, research and data/information gathering to compile and assess best practices
- Will work independently with broad terms of reference.

V. UNICEF values and competency Required (based on the updated Framework)

i) Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability

ii) Core Competencies

- Demonstrates Self Awareness and Ethical Awareness (1)
- Works Collaboratively with others (1)
- Builds and Maintains Partnerships (1)
- Innovates and Embraces Change (1)
- Thinks and Acts Strategically (1)
- Drive to achieve impactful results (1)
- Manages ambiguity and complexity (1)

VI. Skills

- In-depth knowledge of the concepts, methodologies relevant to the area of work including the relevant supply chain policies, partnership mechanisms, rules and regulations, as well as general knowledge of other related fields.
- High level of proficiency or skill is required in the interpretation and application of specialized rules and regulations to circumstances of complex individual cases.
- Good knowledge of the latest trends in procurement and contracting of services for public sector or international organizations is strongly desirable, including sustainable procurement and e-procurement tools.
- Demonstrated understanding of the relevant service contracting processes and ability to consistently apply relevant policies, procedures and good practices in the daily work. Good judgement in order to handle complex cases including considerations for exceptions.
- Ability to develop and maintain effective working relationships with clients, vendors, stakeholders and colleagues and gain the assistance and cooperation of others in a team endeavor.
- Ability to establish priorities and plan his/her own work and plan, coordinate and monitor the work of those under his/her supervision as requested by the supervisor.
- Ability to draft clear and concise reports or rationale for supply related decisions on key issues.
- Ability to use supply related modules within UNICEF ERP system and experience using MS Word, Excel, PowerPoint and other UNICEF office tools.

VII. Recruitment Qualifications	
Education:	Completion of secondary education is required, preferably supplemented by technical or university courses related to supply chain management, business administration, contract/commercial law, finance or relevant technical field. A Bachelor or equivalent (First Level University Degree) may replace 3 years. A Master or equivalent (Advanced University Degree) may replace an additional 2 years.
Experience:	A minimum of 7 years of progressively responsible experience in supply chain management or a commercial context (contracting, procurement, supply) is required. Experience with contracting services is an advantage. Good knowledge of the latest trends in procurement and contracting services and sustainable procurement for public sector or international organizations is strongly desirable. Strong skills in cost analysis, market assessment, and risk identification and ability to manage complex documents while ensuring compliance with policies and standards. Strong communication and presentation skills for various stakeholders and contracting purposes. And working collaboratively with all stakeholders. Experience with managing vendor relationships, effective negotiations and resolving disputes. Experience working in a multicultural setting, working with diverse teams operating in various regions with different time zones. Familiarity with UNICEF, UN / International organizations Supply procedures and systems and understanding of the principles of public procurement is advantageous.
Language Requirements:	Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) is an asset.